

## ACTION VERBS

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Positive and powerful action verbs tell your story effectively. They describe your skills and accomplishments in a succinct and persuasive manner. Used wisely (that is, accurately and with restraint), action verbs make potential employers take notice. Here are more than a few top-quality verbs for you to incorporate into your résumé.

accelerated	began	concluded	devoted	extracted	headed
accomplished	borrowed	condensed	diagnosed	extrapolated	heightened
achieved	bought	conducted	diagrammed		held
acquired	briefed	conferred	differentiated	fabricated	helped
acted	broadened	conserved	directed	facilitated	highlighted
adapted	budgeted	consolidated	disclosed	familiarized	hired
added	built	constructed	discovered	fashioned	hosted
addressed		consulted	dispatched	fielded	housed
adjusted	calculated	contracted	displayed	figured	
administered	canvassed	contrasted	dissembled	filed	identified
adopted	capitalized	contributed	distinguished	financed	illuminated
advanced	captured	contrived	distributed	fixed	illustrated
advertised	carried out	controlled	diversified	focused	imagined
advised	cataloged	converted	divested	followed up	immersed
advocated	centralized	convinced	documented	forecast	implemented
aided	chaired	cooperated	doubled	formalized	improved
aligned	challenged	coordinated	drafted	formed	improvised
allocated	changed	corrected	drew	formulated	inaugurated
altered	channeled	correlated		fortified	included
amended	charted	corresponded	earned	fostered	incorporated
analyzed	checked	counseled	eased	found	increased
answered	chose	counted	edited	founded	incurred
anticipated	circulated	crafted	educated	framed	indoctrinated
appointed	clarified	created	effected	fulfilled	induced
appraised	classified	critiqued	eliminated	functioned	influenced
approached	cleared	cultivated	employed	furnished	informed
approved	closed	customized	enabled	furthered	initiated
arbitrated	coached	cut	encouraged		innovated
arranged	coauthored		endorsed	gained	inquired
ascertained	collaborated	dealt	enforced	gathered	inspected
assembled	collected	debugged	engaged	gauged	inspired
assessed	combined	decentralized	engineered	gave	installed
assigned	commanded	decided	enhanced	generated	instigated
assisted	commissioned	decreased	enriched	governed	instilled
attained	committed	deferred	equipped	graded	instituted
attracted	communicated	defined	established	granted	instructed
audited	compared	delegated	evaluated	graphed	instrumental
authorized	compiled	demonstrated	examined	greeted	insured
automated	completed	described	exceeded	grouped	integrated
awarded	complied	designated	executed	guided	interfaced
	composed	designed	expanded		interpreted
balanced	computed	determined	expedited	handled	intervened
bargained	conceived	developed	explained	harmonized	interviewed
beat	conceptualized	devised	extended	hastened	introduced

invented	negotiated	processed	replenished	specified	took over
inventoried	netted	procured	represented	speculated	traced
investigated	neutralized	produced	researched	spoke	traded
invited	noticed	programmed	reserved	spread	trained
involved	notified	projected	reshaped	stabilized	transacted
	nurtured	promoted	resolved	staffed	transcribed
joined		prompted	responded	staged	transferred
judged	observed	proofed	restated	standardized	transformed
	obtained	proofread	restored	started	translated
labored	offered	proposed	restructured	steered	transported
launched	offset	proved	returned	stimulated	traveled
learned	opened	provided	revealed	stopped	treated
lectured	operated	publicized	reversed	stored	trimmed
led	operationalized	published	reviewed	straightened	tripled
leveled	orchestrated	purchased	revised	strategized	troubleshoot
lightened	ordered	pursued	revitalized	streamlined	uncovered
liquidated	organized	pushed	revived	strengthened	undertook
lobbied	oriented		rewrote	stressed	unearthed
localized	originated	qualified	routed	structured	unified
located	overhauled	quantified		studied	united
logged	oversaw	quoted	safeguarded	submitted	updated
lowered			salvaged	substantiated	upgraded
	paid	raised	saved	substituted	used
maintained	painted	ranked	scheduled	succeeded	utilized
managed	participated	rated	scouted	suggested	
mapped	passed	read	screened	summarized	validated
marketed	patterned	realized	searched	superseded	valued
mastered	perceived	rearranged	secured	supervised	verified
matched	perfected	reasoned	segmented	supplied	viewed
maximized	performed	reassembled	selected	supported	visited
measured	permitted	recalled	sent	surpassed	vitalized
mediated	persuaded	received	separated	surveyed	volunteered
merchandised	photographed	recognized	served	switched	
merged	pinpointed	recommended	serviced	synchronized	weighed
met	pioneered	recorded	set up	synthesized	welcomed
minimized	placed	recruited	settled	systematized	widened
mixed	planned	rectified	shaped		witnessed
mobilized	played	reduced	sharpened	tabulated	won
modeled	pointed	referred	shipped	tackled	worked
moderated	positioned	regulated	shortened	tailored	wrote
modernized	practiced	rehabilitated	showed	talked	
modified	prepared	reinforced	shrank	targeted	
monitored	presented	related	simplified	taught	
motivated	preserved	remodeled	sketched	tended	
moved	presided	rendered	smoothed	terminated	
multiplied	prevented	renegotiated	sold	tested	
	priced	renovated	solved	testified	
named	printed	reorganized	sought	tightened	
narrated	prioritized	repaired	spearheaded	timed	
navigated	probed	replaced	specialized	took	